



# Department of Human Resources

## Continuous Recruitment and Training & Experience Exam Announcement Please Post Conspicuously

John D. Doyle  
County Executive

Elizabeth H. Riley  
Director

### Assistant Stationary Engineer - Grade I

Application Fee:	<b>\$15.00</b>
Examination Date:	<b>Applications are accepted for this title on a continuous basis</b>
Salary:	<b>\$36,997 - \$47,388 Annually (2003)</b>
Employment Opportunities:	<b>For future vacancies in Monroe County Departments and Monroe Community College</b>

#### Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma plus three (3) years of paid full-time or its part-time equivalent\* experience as a Stationary Engineer engaged in the operation of a high pressure steam plant with auxiliary equipment.

#### Note:

Where education is lacking, experience in any of the following areas may be substituted on a year-for-year basis:

- A. Operation and maintenance of high pressure steam and refrigeration lines;
- B. Operation of a refrigeration plant;
- C. A related skilled trade (i.e., pipe-fitting, plumbing, electrical work, millwright, masonry, carpentry, general mechanical repair ONLY).

Work experience must be paid full-time, or its part-time or volunteer equivalent. Volunteer work must be documented by the participating agency. Employment dates, average number of hours worked per week, and job duties must be included.

\* part-time equivalent experience is as follows:

- 0-9 hours per week = no credit
- 10-19 hours per week = 1/4 (one-quarter) of full-time work
- 20-29 hours per week = 1/2 (one-half) of full-time work
- 30 hours or more per week = full-time work

#### Special Requirement:

Possession of a valid First Class Stationary Engineer's license issued by the Board of Stationary Engineers.

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

#### Residency Requirement:

Applicants must be residents of Monroe County for at least four (4) months at the time of examination.

#### Fees:

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- A \$15.00 Application Fee for each examination for which you apply is to be paid with your application, unless the fee is waived for that examination.
- Make check or money order payable to: Monroe County Director of Finance
- Write your SOCIAL SECURITY NUMBER AND EXAM NUMBER(S) ON YOUR CHECK OR MONEY ORDER.

Be sure to compare your qualifications carefully with the requirements listed and file only for those examinations for which you clearly qualify and intend to take. We cannot prescreen applications submitted without the fee. No refunds will be made if your application is disapproved or you fail to appear for the test. There is a \$15.00 charge for returned checks. We do not accept cash.

### Exception to Fee Requirement:

An exception to the application fee will be made only for persons receiving Supplemental Security Income (SSI) payments or public assistance, provided Foster Care or Certified Workforce Investment Act (WIA) eligible through a state or local social service agency, and for those who are unemployed and primarily responsible for the support of a household. Employees of Monroe County who are represented by the Federation of Social Workers, Local 381, are eligible for this waiver for all exams if they are in group 52 and below; employees in a salary group above 52 are eligible for the fee waiver, if the examination is for a title in their career field. Employees of Monroe County who are represented by C.S.E.A., Local 828, are eligible for this waiver, if they are in salary group 10 or below. The fee is waived for all Monroe County employees taking promotional exams. Individuals wishing to claim this waiver of fee must complete an application fee waiver request located on the last page of the application. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

### Description of Duties:

This is a key supervisory position in the operation of a facility involving responsibility for taking charge of a shift at the Iola Power House or other large facility. The employee oversees the operation, maintenance and repair of steam generating, steam distribution, mechanical, electrical, heating, cooling and ventilating and related utilities, equipment and systems. The position involves the application of considerable technical and mechanical skill and knowledge of operating and maintenance problems. The employee may work under the supervision of a Chief Stationary Engineer or may be the Supervising Engineer at a facility. Supervision is exercised over Assistant Stationary Engineer – Grade II, III and Trainee.

### Scope of Examination:

The examination will consist of an evaluation of education (training) and experience. There will be no written, oral or performance test. Candidates are required to complete an application, submit an application fee, unless waived, and complete a Training and Experience Questionnaire. Vagueness and omissions will not be resolved in your favor.

All candidates meeting the minimum qualifications will have their education and experience rated against the general background of the position.

### In your Summary of Training:

Include not only formal education programs, but also participation in continuing education programs, professional seminars and convocations, etc. Please indicate the sponsoring agency, nature and duration of such programs and the nature of your participation.

### In Your Summary of Experience:

Describe each relevant position you have held. To receive credit for a job, basic information such as address, name and title of supervisor, hours in the work week, employment dates (include month and year), and job duties must be shown. The same information must be provided for part-time or volunteer experience claimed. Volunteer work must be documented.

### Note:

Submission of a resume' does not relieve you of the responsibility for completing all sections of the official application. The resume' is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average number of hours in the workweek final salary, reason for leaving, specific job duties, your job title, etc. must be shown.

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No supplemental material will be accepted after the application and questionnaire have been rated. Experience gained through a provisional appointment cannot be used to meet the minimum qualifications.

### **Applications:**

Applications may be obtained at the address or web-site indicated at the bottom of this page. Candidates submitting an application will be mailed a Training and Experience Questionnaire.

**Weight:** Evaluation of Education and Experience 100%

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the Rating of Examination will apply to this examination.

### **Eligible List:**

Successful candidates will have their names placed on an eligible list for this title in order of their rating, regardless of the date on which they take the test. Candidates' scores from the different testing dates will be interfiled. The names of the successful candidates will remain on the eligible list for one (1) year to fill present and future vacancies.

### **Certifications and Appointments:**

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence.

### **Special Requirement for Appointment in School Districts and BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

### **Appeals Process:**

In accordance with Rule XII, Section 4b of the Rules of the Monroe County Civil Service Commission, a candidate may request within the period of ten (10) days after the date of the post-mark of notification of final rating, a post rating review of the scoring of test papers with an opportunity to file an appeal objecting to determinations leading to the final rating and presenting reasons for the objections.

### **Applications for Retesting:**

Candidates may apply for retesting six (6) months from the date they previously submitted their applications.

### **Veteran's Credits:**

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with the Veteran's Administration. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

### **Children of Firefighters and Police Officers Killed in the Line of Duty:**

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

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